Solutions for : How To Specify Default Copy Settings

Solution : Specify Default Copy Settings

1. Login to System Administrator mode from the Control Panel. See the **Related Items** below for additional information.

2. Select **Service Settings**.

3. Select **Copy Service**.

4. Select **Feature Defaults**.

5. Make the desired changes to the settings on the following tabs:
    - **Copy**:
        - Output Color
        - Reduce/Enlarge settings
        - Paper Supply
        - 2-Sided Copying
        - Copy Output settings
    - **Image Quality**:
        - Original Type
        - Image Options
        - Image Enhancement
        - Color Balance
    - **Layout Adjustment**:
        - Original Orientation
        - Original Size
        - Image Shift
        - Edge Erase
    - **Output Options**: Set Annotations for copy jobs.
    - **Job Assembly**: Set Build Job options.

6. Select **Save Defaults** or the **Check Mark**.

    NOTE: Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type.

7. Logout of System Administrator mode. See the **Related Items** below for additional information.

User Level

IT Professional

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Minutes